



VENDOR APPLICATION PACKAGE

2020-2021 FISCAL YEAR

INSTRUCTIONS:

In order to receive payment or reimbursement issued by the Borough of Leonia, this form must be completed by the recipient or company. To determine what requirement(s) are necessary for your specific transaction, please refer to the spreadsheet below (Type of Vendor) to identify your required paperwork. Next, find and complete the appropriate form(s) included in the "Vendor Application Package". Once completed have all required forms emailed to the Purchasing Department, by the Borough Using Department. To make sure your packet was successfully received and that all the submitted documentation is correct and/or to get assistance, please contact the Purchasing Department at nwilliams@leonianj.gov. Please email the completed required forms only.

IMPORTANT: THIS FORM MUST BE SIGNED AND SUBMITTED BY THE USING DEPARTMENTS OR BOROUGH EMPLOYEES ONLY. FORMS SUBMITTED DIRECTLY FROM VENDORS WILL NOT BE PROCESSED.

REQUIREMENTS:

The following forms are included with this package:

1	Vendor Information Form - Required for all vendors	✓
2	Form W-9 - Required for all vendors	✓
3	New Jersey Business Registration Requirements – Required for all vendors	✓

VENDOR INFORMATION FORM

TO BE COMPLETED BY VENDOR: E-MAIL - TAX ID - **NJBRC** ARE REQUIRED

Vendor Name:

Vendor Address:

City:

State:

Zip:

Contact Name:

E-mail:

Phone #:

Fax #:

1099 Yes/No Type:

NJ BRC #

Tax ID Number:

Please note that additional information may be required before any business can be performed, including Business Registration Certificate, Political Contribution Disclosure and Insurance Information.

Vendor Secondary/Payment Address (If any)

Vendor Address:

City:

State:

Zip:

I declare that no member of the Borough of Leonia, nor any office or employee or person whose salary is payable in whole or in part by said Borough is directly or indirectly interested in this transaction or in the supplies, material, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Borough member, employee or officer has an interest in the transaction, apart from reimbursements to Borough employee's, then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Further, it is understood that this vendor understands that no employee of the Borough of Leonia has the authority to make commitments or place an obligation on behalf of the Borough. The Borough commits and obligates only through a Purchase Order. The vendor understands that they will not provide any goods or services to the Borough without a Purchase Order unless the intent of the vendor is not to be compensated for the goods or services.

Name & Last Name (Please Print)

Signature

FOR BOROUGH USE ONLY

Add Vendor:

Check (✓)

☐

Change Vendor:

Check (✓)

☐

Requested by:

(Director/Administrator/Supervisor)

Date:

Department:

Tel./Ext.:

Maximum Contract Amount : \$ _____ **Fiscal Yr.** _____

Describe goods/services being purchased: _____

Check(✓)

Purchasing Method : Bid [] State Contract [] Coop [] Quotes [] None [] Exempt [] _____

Council Approval (DATE): _____

Approved by Purchasing (DATE) _____

ATTACH ALL REQUIRED DOCUMENT TO THIS PAGE

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

NEW JERSEY BUSINESS REGISTRATION

Effective September 1, 2004, pursuant to an amendment to N.J.S.A. 52:32-44, State and local entities (including the Division of Purchase and Property) are prohibited from entering into a contract with an entity unless the contractor has provided a copy of its business registration certificate (or interim registration) as part of its bid submission. Failure to submit a copy of the Business Registration Certificate within the bid proposal may be cause for rejection of the bid proposal.

The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered into the State. This requirement shall apply to all contracts awarded on and after September 1, 2004. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.htm>

A Business Registration Certificate serves two purposes:

- For public contracting, as proof of valid business registration with the New Jersey Division of Revenue. All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2. You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling 609.292.1730.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may obtain a certificate online at <https://www1.state.nj.us>. Please note that this certificate is not required by all businesses in New Jersey, but only those doing business with the public sector and with the casino service industry.

Exceptions and additional requirements include:

-Any business including an out-of-state business with a presence or nexus in New Jersey, operating as a corporation, limited partnership, limited liability company or limited liability partnership must first obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a Certificate of Incorporation or Formation with the Division. You may wish to review information concerning getting registered to assist with this process.

-Out-of-state businesses that believe they do not have state tax nexus will file a paper form NJ-REG in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.

-Individuals or Unincorporated Construction Contractors with no business tax or employer obligations may register using Form Reg-A instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.

-Non-profit organizations although required to register for tax purposes are not subject to the proof of registration requirement when contracting with public agencies in this state.

REQUIRED DOCUMENT - ATTACH NJ-BRC TO VENDOR INFORMATION FORM